

Instructions for Completing the Re-Evaluation Form

The following instructions support completion of the NDOT Re-evaluation Form. The Re-evaluation Form is completed by a document author. Re-evaluations may be documented with the NDOT Re-evaluation Form, email, memo to file, or other written summary; however, for more complex re-evaluations, use of the Re-evaluation Form is recommended.

Reason for the Re-evaluation

Check the box for the appropriate reason(s) for the re-evaluation; more than one reason may be checked. For example, a project could be proceeding to the next major federal approval or could have exceeded the 3-year time frame for an EIS, and the project could have changes to scope, impacts, or circumstances.

For re-evaluations required because the project is proceeding to the next major federal approval, check the box for the appropriate next major federal approval (that is, final design, right-of-way acquisition, or PS&E approval).

For re-evaluations required because of changes in project scope, impacts, or circumstances, describe the changes. A sentence to a paragraph is generally sufficient to describe each change. Include maps or design plans in the attachments when necessary to depict a change in project scope or design.

If the re-evaluation is needed **only** because the project is proceeding to the next major federal approval or the project exceeds the 3-year time frame for an EIS and there are no changes to scope, impacts, or circumstances, skip to the Re-evaluation Conclusion section.

Need for Resource Review

Determine if the nature of the changes requires additional resource review, and check the appropriate box. This determination will be made in coordination with the NEPA Specialist, if applicable. If resource review is determined necessary, list each resource area that requires review. Further information about determining the need for additional resource review can be found in the *Environmental Procedures Manual*, Chapter 7, Re-evaluation.

If no resource review is necessary, skip to the Re-evaluation Conclusion section.

Evaluation of Resource Impacts

For each resource determined to need additional evaluation, describe the evaluation of, and results for, the change in impacts. The evaluation will be conducted by the document author or appropriate Professionally Qualified Staff (PQS). Length of the discussion will vary depending on the nature and degree of the change in impacts on each resource, but the information presented needs to allow the NDOT Approver to determine that the evaluation is sufficient and the conclusion is properly supported. Discussion for each resource is to be commensurate with the degree of change in impacts. For each resource, include the name of the PQS who completed the evaluation and the date of the evaluation.

Evaluation of Mitigation

Mitigation measures are reviewed by the PQS for each resource determined to need additional evaluation. The PQS determines if the changes in project impacts require modification to any of the original mitigation measures in their area of expertise. Individual mitigation measures may be revised, added, or removed.

If no modifications to the original mitigation measures are needed for any resource, check the first box and move on to the Re-evaluation Conclusion section. Do not include a complete list of mitigation measures under the second box in the Evaluation of Mitigation section.

If modifications to mitigation measures are necessary, check the second box. In the area under the second box, list only the revised, added, or removed mitigation measures. Also provide the reason the measure was added, removed, or revised, and who made that determination. Next, under the statement regarding the complete list of mitigation measures, include all current mitigation measures (that is, the original mitigation measures plus the revised and added measures and minus any removed measures). This serves the purpose of presenting all current mitigation measures in one location.

Re-evaluation Conclusion

Check the box that identifies the appropriate re-evaluation conclusion.

If the conclusion is that the original NEPA documentation is no longer valid, check the appropriate box underneath that finding to indicate whether supplemental environmental documentation is needed or new environmental documentation is needed. For example, new environmental documentation would be necessary if the original NEPA documentation was an EA and significant impacts have now been identified.

Re-evaluation Approval

Once the document author has completed the Re-evaluation Form, the document author signs the form. Then the Re-evaluation Form is ready for approval. The NDOT Approver is generally at the same level as the approver for the original NEPA documentation. However, for CE projects where the CE level is elevated by the re-evaluation, the approval is that required by the new CE level (for example, a CE Level 1 increased to a CE Level 2 is approved by the Environmental Project Manager, not the original CE Level 1 Approver).

Attachments to Re-evaluation Form

Necessary attachments will vary depending on the circumstances of the re-evaluation. No attachments are needed for re-evaluations that document only the project moving to the next major federal approval. Mapping or project plans that depict project changes are to be attached. If additional resource reviews are completed as part of the re-evaluation, documentation supporting the resource conclusions presented in the Re-evaluation Form are to be attached. Additional attachments may include updated maps, project descriptions, or applicable technical PQS or design memos.